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Massachusetts
Historic
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**Request for Proposals:
Adaptive Reuse of
The Farmhouse**

**at Maudslay State Park
Newburyport, Massachusetts**



**Commonwealth of Massachusetts
Department of Environmental Management
Historic Curatorship Program
November 1996**

DEADLINE FOR SUBMISSION OF PROPOSALS: February 14, 1997 at 4:00 P.M.



Commonwealth of Massachusetts

William F. Weld, *Governor*

Argeo Paul Cellucci, *Lieutenant Governor*

Executive Office of Environmental Affairs

Trudy Coxe, *Secretary*

Department of Environmental Management

Peter C. Webber, *Commissioner*

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FOREWORD

The Department of Environmental Management is pleased to invite proposals for a unique opportunity:

*rehabilitation, adaptive re-use, and lease
of the historic
Farmhouse
located within Maudslay State Park
Newburyport, Massachusetts*

DEM, as a land stewardship agency, is charged with the oversight and control of historic resources located within the Massachusetts State Forest and Park system. Over the years, adequate funding has not been available for the care and upkeep of a number of the Department's historically significant structures, especially when there has been no immediate park related use for the building. Some of these structures have deteriorated from exposure to the elements or vandalism and are in serious need of rehabilitation and stewardship.

The Farmhouse at Maudslay State Park is one of twenty-eight vacant, under-utilized, historic properties available for lease through DEM's *Historic Curatorship Program*. This initiative is an innovative preservation program which promotes private sector investment in public historic properties. Under the Historic Curatorship Program, the Department of Environmental Management is offering a lease term of up to twenty years on the Farmhouse in return for a Curator/Tenant's restoration, reuse and maintenance of the property. So far, DEM has successfully placed Curator/Tenants at three endangered properties.

Set within the rolling hills of an early Merrimack Valley dairy farm, the Farmhouse at Maudslay State Park is a large, two-story, Georgian style farmhouse. Surrounded by lilac hedges, stone walls and rustic barns, the Farmhouse was built in 1800 and was designed around a massive center chimney with two spacious parlors on either side and a large kitchen, with hearth, at the back of the house. In the late nineteenth century or early twentieth century the house was split into two units with a kitchen ell on each side, resulting in the present U-shaped plan. As the house stands today, each dwelling unit contains two spacious living room/parlors and

a kitchen on the first floor and three rooms and a full bath on the second floor. Despite these major changes to the floor plan of the house, many of its early interior details - early staircases, fireplace surrounds, 6/6 window sash and other decorative woodwork - remain.

The Farmhouse was used for staff housing by the Moseley family since their acquisition of the property in 1897, when the Farmhouse became part of the "Maudesleigh" estate. Since DEM's acquisition of the Moseley family estate in 1985, the Farmhouse has been used for staff housing. Overlooking a pasture of grazing cows to the south and with vistas of open fields and carriage paths of Maudslay State Park to the north, the Farmhouse offers a rural atmosphere and unique location several miles from the center of Newburyport, a small, bustling seacoast community. DEM estimates the cost of rehabilitation of the Farmhouse at Maudslay State Park to be approximately \$200,000.

The Department believes that the model of this long-term stewardship may be the best means at this time to preserve these historically significant structures for generations to come. DEM welcomes your participation in this exciting new program.

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PART I
CURATORSHIP
INFORMATION

PART I - CURATORSHIP INFORMATION

Farmhouse

Section A - PROPERTY DESCRIPTION

1. Location

The Farmhouse is located on Curzon's Mill Road, off of Route 113 in Newburyport, Massachusetts. The property lies entirely within the boundaries of Maudslay State Park.

2. Curatorship Boundary

The Farmhouse lease site consists of .68 acres of land (29,905 square feet) and includes the farmhouse, a storage shed/garage and the associated landscape. Not included in the curatorship lease site



Figure 1: Farmhouse with large maple tree at Maudslay State Park

are any agricultural buildings located behind the farmhouse and/or on the adjacent land. If the proposed use requires additional property access, a driveway easement over the farm complex roadway (western boundary) may be granted by DEM.

3. Site Description

The c. 1800 farmhouse was part of the original farm complex, which comprised a variety of outbuildings including barns, chicken coops, workshops, piggery, ice house, root cellar and other structures. The front facade of the farmhouse faces north toward Curzon's Mill Road, which is edged by a low stone wall and a high hedge of shrub lilacs. The eastern side of the house faces a field and is improved with a gravel driveway. The southern facade faces a grove of tall pine trees and dairy farm buildings and the western facade faces the hay and dairy barns of the dairy farm. To the south/southeast of the farmhouse is a small garage, which is presently used for storage and not accessible by the driveway.



Figure 2: Eastern facade of Farmhouse with adjacent garage/shed and lilac hedge.



Figure 3: Center entrance porch on the front (northern) facade of Farmhouse.

4. Building Description

The Farmhouse is a two-story, white clapboard farmhouse with black shutters and a fieldstone foundation. The original house, built c. 1800, contained a gracious entry hall with turned baluster staircase, two parlors and a central "hall", with hearth, for cooking. The second floor contained four to five bedrooms. Access to the front bedrooms, which contain original fireplace surrounds, was from the front staircase. The two to three smaller

bedrooms to the rear (south) of the house were accessed via backstairs from the back hall. Several finished rooms were also located on the third floor. In the late nineteenth century the house was converted to a two-unit dwelling by the addition of two kitchen ells and interior dividing walls. The ells were added to the southern facade of the house, resulting in its present U-shaped form. Each unit presently contains two large rooms, a kitchen and related pantries and entries on the first floor and three bedrooms and a full bath on the second floor of each dwelling unit.

At present the eastern side of the Farmhouse has an entry off of the front porch and small front entry hall with closet. The rear access to this dwelling unit is from a small unheated entry located off of the kitchen. The unit on the western side of the property is presently accessed via the original front entry hall, which has its original stairway, with turned balusters. The rear access is from a sunny entry hall, which connects into the kitchen.



Figure 4: Eastern side of the Farmhouse with side entry porch.



Figure 5: Western facade of Farmhouse with side entrance.

Storage space is available in the basement and attic. The basement and attic both contain approximately 600 square feet of usable space and the first and second floor each contain approximately 1,400 square feet of usable space, totalling approximately 4,000 square feet of living area.

The house retains many of its original features including center entry, decorative woodwork, 6/6 window sash and original fireplace surrounds. Later additions, such as the side entry porches and the rear kitchen ells contribute to the understanding of the evolution of the house construction.

It should be noted that much of this original woodwork contains lead paint. If the proposed use requires lead paint removal, DEM may consider lead paint removal prior to the Curator/Tenant's occupancy of the Farmhouse.

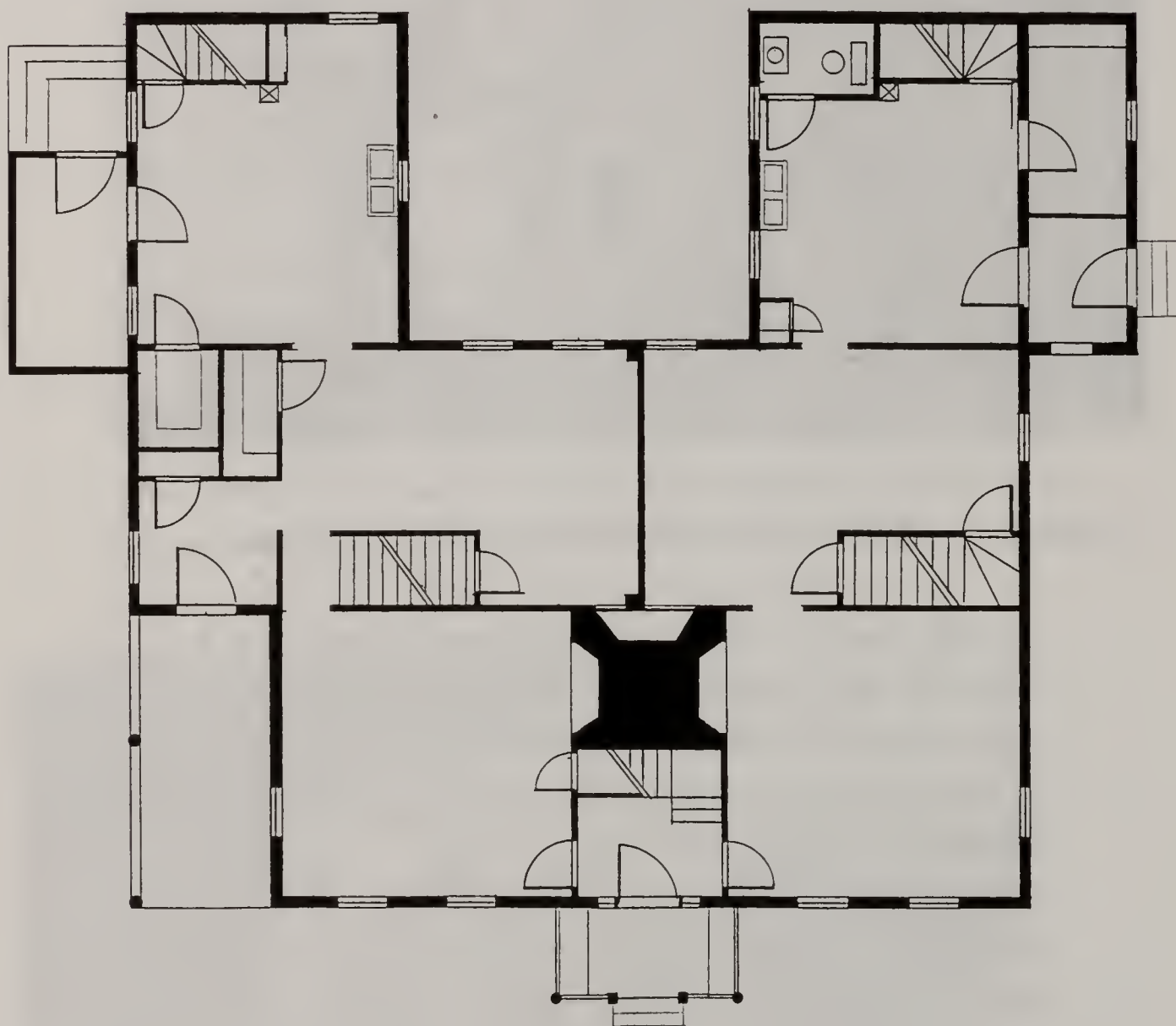


Figure 6: First floor plan of the Farmhouse

(Note: Plans are for illustrative purposes only. All dimensions are approximate. Drawings are not to scale. DEM is not responsible for errors that appear on these drawings.)

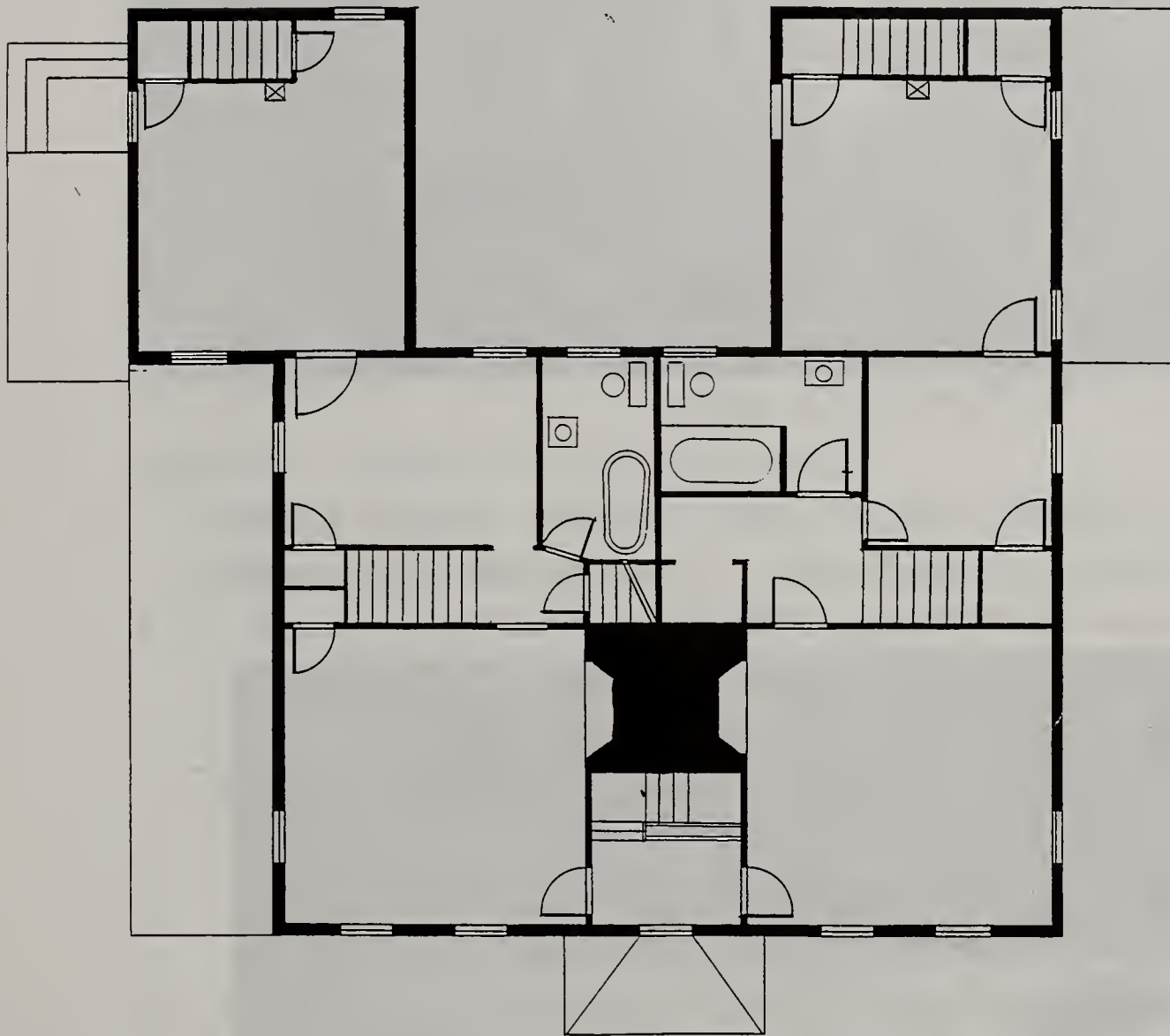


Figure 7: Second floor plan of Farmhouse.

(Note: Plans are for illustrative purposes only. All dimensions are approximate. Drawings are not to scale. DEM is not responsible for errors that appear on these drawings.)



Figure 8: The Farmhouse kitchen ells.

In addition to the two family farmhouse, there is a storage shed/garage on the property. It is approximately twenty feet from the end of the eastern gravel driveway.

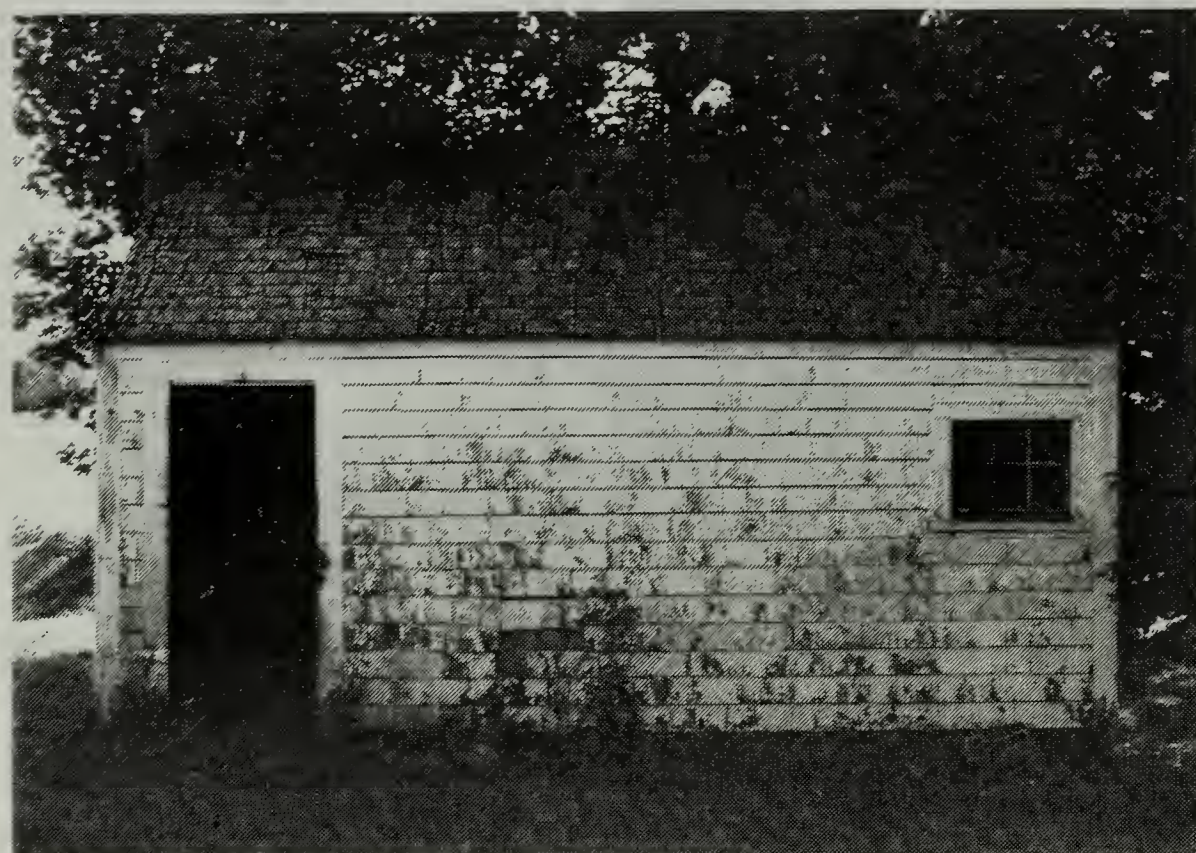


Figure 9: Storage shed/garage at end of gravel driveway.



Figure 10: Eastern view of the Farmhouse.

5. Historical Significance of Property

The Farmhouse is historically significant for its association with the Moseley family and their turn of the century agricultural operations at their "Maudesleigh" estate. The Moseley family, who settled in Newburyport in 1805, were well established in the community as China traders, lawyers and financiers. They are best known as founders of the stock brokerage firm of Moseley, Hallgarten, Eastabrook and Weeden, which later became Moseley Securities.

In an effort to protect the existing stands of mountain laurel along the riverbanks, sometime in the 1860's Edward S. Moseley and his family began acquiring property along the Merrimack River. Moseley's son, Frederick Strong Sr., continued the acquisitions of land and, in 1893, began shaping what became the Maudslay

Estate when he acquired Swann Cottage for his bride, Helen Carpenter. Swann Cottage became the family's country estate and, over the years of their ownership, underwent a series of renovations, resulting in a 40 room mansion. Moseley continued to acquire surrounding land, including the Chase farm in 1897, the Davis farm and Chase house in 1910 and Castle Hill in 1929.



Figure 11: Historic photograph of a portion of Swann Cottage.

Throughout their tenure on the property, the Moseleys employed a number of architects, landscape architects and gardeners to shape the grounds. Most notable were the principle architect, William G. Rantoul and landscape architect Martha Brookes Hutcheson. Rantoul, of the Boston architectural firm of Jacques and Rantoul, designed many houses on the Atlantic coast. Having a country house in neighboring Ipswich, MA. he was known locally for his design of "country homes" on the North Shore.



Figure 12: Carriage path and bridge located in the Maudslay State Park.

Martha Brookes Hutcheson, one of the first American women to make a profession of landscape architecture, graduated in 1903 from the Massachusetts Institute of Technology (MIT) and had a very productive career designing country estates in Massachusetts, New York and New Jersey. Hutcheson's transformation of Frederick S. and Helen Carpenter Moseley Sr.'s Maudslay estate from an agricultural landscape into a landscaped estate, is significant not only as a representation of the Country Place period of landscape design but for Hutcheson's involvement as one of the first professional women in landscape architecture.

Two other landscape architects, Ernest Bowditch and Arthur Shurcliff played a less significant role at Maudslay. Bowditch prepared the original entry plan (1893) to the newly renovated

Swann cottage later replaced by the Hutcheson drive. Shurcliff prepared a plan for the entire estate in 1935 which proposed a third main house. The plan was never implemented.

In 1903 Scottish gardener Charles Gattrell was employed by Frederick Strong Moseley to serve as head gardener for the Newburyport estate. He later became superintendent of grounds. During the same year Charles Sprague Sargent, director of the Arnold Arboretum in Boston, was brought to the site to make planting recommendations for the property.



Figure 13: Carriage path located within Maudslay State Park.

In addition to the significance of the property as it relates to the Moseley family and to Martha Brookes Hutcheson, Maudslay holds an association with the evolution of the manmade landscape of the

Merrimack Valley, from its earliest use by Native Americans, through early colonial settlements, industrial use, agricultural and transformation into the Moseley estate. During the mid-19th century, annual literary festivals held in the Laurel Grounds, featured notable individuals including William Lloyd Garrison, John Greenleaf Whittier, and Ralph Waldo Emerson, who met to discuss current political and social issues of the day. Whittier wrote several poems about the site, for the Laurel festivals. Katherine Moulton Tingley, founder of the Theosophists Movement, lived on Castle Hill.



Figure 14: "Arts in the Park" Festival at Maudslay State Park.

6. Access to the Property

Access to the property is via Interstate I-95, to Route 113, to Gypsy-Hoyt's Lane to Curzon's Mill Road.



Figure 15: Pastoral views of the dairy farm.

7. Adjacent Land Use

Further down Curzon's Mill Road are several single family residences. At the western end of the road is Curzon Mill, which spans the Artichoke River, which flows into the Merrimack River. There is a footbridge over the river to other residential properties. Properties off of Gypsy/Hoyt's Lane and Pine Hill Road are single family residential properties.

8. Historic Designation

The property has been reviewed by the Massachusetts Historical Commission and deemed to be eligible for nomination to the National Register of Historic Places.

10. Property Restrictions

The Curator/Tenant's use of the Farmhouse must not interfere with the use of and access to the adjacent Farm Complex.

Section B - GENERAL INFORMATION

1. Park Description - Maudslay State Park

In 1985, the Department of Environmental Management acquired the former Moseley estate for use as a state park. The 450 acre purchase provides for the conservation and protection of the natural and historic resources of the park, including large and rare stands of mountain laurel and specimen rhododendrons along the banks of the Merrimack River and the remains of the "Maudesleigh" estate.

The park is oriented roughly northwest to southeast with the longest boundary along the north and northwest, extending for a mile and a half along the Merrimack River. The western boundary fronts on a portion of the Artichoke River and abuts about 20 acres of privately-owned land which includes the old Curzon's Mill at the confluence of the Artichoke and the Merrimack Rivers. The southeastern boundary is defined by Pine Hill Road, a residential street of well-cared for houses, most dating from about 1900, built in traditional styles. At the intersection of Pine Hill and Ferry Roads, the park is bordered on the northeast by Arrowhead Farm, which has been operated by the Chase family for over 300 years.

The glacial topography on which colonial farms, and later the Moseley Estate were built, consists of two prominent drumlins

(Castle Hill and the farm site), a number of terraces with steep slopes, and several kames and kettleholes which date from the Wisconsin Age of glacial activity. On this varied topography with diverse natural vegetation, a rich history of land use and change has occurred, terminating in the Moseley family's arrival on the site around 1860.

During their century of tenure on the property, the Moseley family was responsible for transforming an agricultural landscape into a pastoral country estate, inspired by the natural setting. Though the two Moseley mansions are no longer standing, the Maudslay estate is relatively intact, retaining most of the landscape and architectural features built by the family, as well as several of the original farm houses which date from the early nineteenth century. The major landscape areas and their associated structures consist of: the Maudslay estate and grounds, the formal gardens and greenhouse complex, the stable and athletic grounds, over sixteen miles of carriage roads, trails and footpaths, open fields, the Laurel Grounds, the farm complex, the gardener's and forester's houses, Castle Hill and the other farm and accessory structures scattered throughout the park.

Today, Maudslay State Park provides passive recreational opportunities such as hiking, fishing, picnicking, cross-country skiing, snow-shoeing, nature study, mountain biking and horse-back riding. The Park is also host to cultural festivities, such as concerts, theater, dances, and craft workshops as well as a number of permit type programs within the park grounds.

The Department of Environmental Management sponsors weekend crafts classes at the park and a non-profit organization known as "The Friends of Maudslay State Park" hold events and programs throughout the year.

2. City of Newburyport

The property is located within the city of Newburyport, which is 8.3 square miles in area. Located in Essex County, Newburyport is approximately 1 hour (approximately 40 miles) to Boston and approximately one half hour (approximately 20 miles) to Portsmouth. The City is served by two privately-owned bus services to the area. Additionally, Boston and Maine railroad line is slated to provide renewed rail service to Newburyport by the year 1997. Train service will be located within less than a mile from the center of Newburyport.

The city of Newburyport, with a 1992 population of 16,437, is governed by a City Council form of government. The annual municipal budget for 1995 was \$28,269,990, with a 1995 school budget of \$14,782,949. The city has three elementary schools - the George W. Brown School, the Francis P. Bresnahan School and the Kelley School- which all serve kindergarten to grade four. The Rupert A. Nock Middle School serves grades five to eight and the Newburyport High School serves grades nine to twelve.

There are several private preparatory schools and colleges within the area. In nearby Newbury is Governor Dummer Academy, a four-year private preparatory school. Local community colleges include Salem State College in Salem, Essex Agricultural and Technical Institute in Hathorne and Northern Essex Community College and Endicott College, both located in Beverly.



Figure 16: Locus map of Newburyport area.

Newburyport hosts many events throughout the year. The historic State Street district was restored in the 1970s to its nineteenth century appearance, and entices passers-by with boutiques, restaurants and bookstores. Annual festivals include the Yankee Homecoming celebration in August, which is the longest running annual festival in the United States. In addition, the Parker River Wildlife Refuge and the harbor at the mouth of the Merrimack River attract sportsmen and bird watchers, alike. The Maritime Museum, the Lowell Boat Shop, the oldest boat shop in the country, Society for the Preservation of New England Antiquities (S.P.N.E.A.) museum houses and local historical societies offer exhibits and tours for historians and tourists alike.



Figure 17: Concert along the banks of the Merrimack River.

3. North Shore & Essex County

Essex County has a rich history, with many communities containing early 1600s colonial settlements. The county contains much of Massachusetts' early architecture, boasting of the largest concentration of surviving 17th century structures in America. In addition to Newburyport, the area contains other early port communities, including Salem and Ipswich. Newburyport, located at the northern edge of this historic region, is within a thirty minute drive of some of the most popular sites.

The topography of the north shore region of the state stretches from valley to grassy marshlands and sandy coast. These natural features, coupled with the agriculturally-based development, have allowed the region to retain many scenic landscapes and vistas. The natural beauty of the area, combined with the wide range of activities and events offered, has resulted in approximately one

million people visiting the North Shore and Essex County each year.

Salem, just twenty miles south of Newburyport, is known as the "Witch City", after the 1692 Witchcraft Hysteria, and attracts large numbers of tourists from June through October. Founded as one of the first ports in the colonies, Salem was home to many famous Massachusetts merchants who established a thriving trade with the East. The city's many historic districts are representative of the best Federal architecture in the country, designed by native architect Samuel McIntire. Special events in the city include "Haunted Happenings" in the fall and festivals and craft shows on the common in the spring and summer. The Peabody/Essex Museum and the Salem Maritime National Park also provide cultural and recreational opportunities within the city.

In the Cape Ann area, visitors flock to the downtown shopping districts of seaport towns like Rockport, located twenty-five miles east of Topsfield. Coastal cities on Cape Ann draw visitors to the ocean, offering fishing, whale watching and other water events. Many visitors tour the artists' colonies in Rockport and Gloucester, including the Rocky Neck Artists' Colony, the oldest artists' colony in the country. Further west is the town of Essex, a popular spot for antique collectors and famous for its native clams.

Further north and inland national and heritage parks tell the story of the Essex County's history of industrial development. Newburyport, as well as the cities of Lawrence and Haverill, and the towns of Ipswich, Newbury and Amesbury, offers insights into early industries, producing lumber, textiles, shoes, snuff and other products. Continuing up the Merrimack River Valley, the Lowell Historic National Park, in adjacent Middlesex County, offers canal tours and educational programs on early industrial development.

Just twelve miles south of Newburyport is the town of Topsfield, which hosts one of the most popular events on the North Shore - the Topsfield Fair. The fair is the oldest agricultural fair in the United States and continues to attract masses of people each harvest season. Approximately one half million people come to the area over the ten fair days in late September and early October. Other events at the fairgrounds range from Home Shows to Dog Shows, drawing special audiences from antique collectors to craftsmen. An estimated 1000 people attend each of the one hundred events held throughout the year.

The Topsfield Fair is part of a long standing tradition of farming in Essex County, reflected in the small, independent farms and roadside stands seen throughout the area. Depending on the season, one can find native corn, strawberries or apples for sale at local farm stands. The open spaces and winding roads of the county make it a popular route during the fall season, and Newburyport is a favorite destination for foliage and bird watchers.

4. Merrimack Valley

The Merrimack River Valley was carved by the Merrimack River flowing from the mountain streams of New Hampshire to the port city of Newburyport. The river passes through many of the early industrial cities of New England, including Lowell, Lawrence and Haverhill, and connects the northern section of Middlesex county with southern New Hampshire. Many of these river cities have made great efforts to preserve their rich industrial history, giving new life to abandoned mills and 19th century downtown districts.

Once a major route of transportation, the Merrimack River still plays a major role in city life and also provides numerous recreation opportunities. Boating, fishing and sailing are enjoyed by many residents on her shores. Newburyport and nearby towns have many boating organizations, and the port town has been recognized as an excellent site for bird watching. Seasonal events coordinated with the Ipswich River Wildlife Sanctuary on Plum Island draw large crowds of naturalists to the area.

Section C - Project Scope

1. Work by the Department

DEM anticipates that it will provide landscaping and horticultural advice to the Curator/Tenants to insure proper identification, stabilization and preservation of landscape materials on the lease site. DEM will continue to be responsible for the maintenance and care of the large sugar maple, located at the northwestern corner of the Farmhouse and will advise on coordination of exterior house and landscaping improvements with park staff to insure that the Curatorship is compatible with the management goals and maintenance standards of Maudslay State Park.

2. Work by the Curator/Tenant

The Curator/Tenant will be responsible for completing the rehabilitation of both the Farmhouse and the storage shed/garage and for providing a public benefit for visitors to the state park. The estimated value of improvements needed to restore the

Farmhouse is approximately \$200,000. At a minimum, the Curator/Tenant will be responsible for the following:

a. All interior work including, but not limited to:

- ◆ checking and closing flues connected to oil furnace;
- ◆ refinishing and redecorating all stairs, floors, walls, ceilings, interior doors and woodwork;
- ◆ removing and replacing existing kitchen appliances and cabinets;
- ◆ testing, repairing and/or replacing heating and hot water systems for proper operation and efficiency;
- ◆ adding electrical outlets in each room and ground-fault outlets in kitchens and bathrooms;
- ◆ installing new lally columns and a new concrete slab for the basement floor;
- ◆ repointing fireplace hearths

b. Exterior work including, but not limited to:

- ◆ rebuilding front entrance and side porch;
- ◆ removing and replacing the bulkhead door;

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- ◆ rebuilding and reflashing exterior of central chimney
 - ◆ removing and replacing the asphalt roof shingles;
 - ◆ cleaning, patching and oiling wood gutters;
 - ◆ scraping and painting the entire house;
 - ◆ reconditioning windows;
 - ◆ removing and replacing rotting attic window sill;
 - ◆ weatherproofing house by repairing screen doors as needed and adding storm windows;
 - ◆ completing landscape improvements

A September 1996 building survey and conditions report prepared by Ocmulgee Associates, Inc. provides a more comprehensive list of improvements to be completed.

- c. **Rehabilitation of the storage shed/garage as required by the Curator/Tenant's reuse proposal.**
- d. **Ongoing Maintenance in accordance with DEM's Maintenance Standards for HCP Properties.**

DEM will review all work undertaken by the Curator/Tenant. All work must be performed according to the Secretary of the Interior's Standards for Rehabilitation (1992).

3. Lease Term

The value of the improvements required at the property total approximately \$200,000. Given the scope of work required for the rehabilitation of the Farmhouse, the Department anticipates a lease term of up to twenty (20) years. Upon selection of a Curator/Tenant, a fair market annual rental value will be determined by an independent appraiser. A longer lease term will be considered if the length of the lease is justified by the reuse concept and implementation plan as well as other factors as evaluated by DEM.



PART II GENERAL PROVISIONS

PART II - GENERAL PROVISIONS

Section A - Abstract

The Commonwealth of Massachusetts, acting by and through the Department of Environmental Management (DEM) is pleased to invite Proposals for a unique opportunity:

*the rehabilitation, adaptive reuse and lease
of the historic
Farmhouse
located within Maudslay State Park
Newburyport, Massachusetts*

DEM, in conjunction with The Division of Capital Planning and Operation (DCPO), has determined that this historic property is not needed for direct public use at this time. This property is one of twenty-eight vacant, under-utilized historic properties available for lease through DEM's Historic Curatorship Program. DEM believes that private sector use and investment into the property may represent the best method to insure its survival and preservation as a historic resource.

DEM is interested in hearing from a wide a range of proposers. Reuses for the property may involve either for-profit or not-for-profit undertakings or a combination thereof. Because of the public park nature of the site, the reuse should be compatible with DEM's mission as a conservation and recreation agency. In addition, the reuse must be compatible with the character of the town the property is located within.

This Request for Proposals process will lead to provisional designation of a Curator/Tenant through the execution of a Provisional Lessee Designation Agreement. Immediately upon such designation, DEM will proceed to negotiate the lease documents and set in motion the final

Use Permit to the designated Curator/Tenant for the purpose of providing limited access to the property.

Section B - Background

1. The Department of Environmental Management

The Department of Environmental Management is an agency of the Commonwealth of Massachusetts. It is charged with overseeing and implementing a wide variety of statutory mandates relating to conservation and outdoor recreation. These include "control and supervision of such parks, forests and areas of recreational, scenic, or historic significance as may be from time to time committed to it." [Mass. General Laws, Ch. 21, §1]

- a. **Mission Statement.** *The mission of the Department of Environmental Management is to exercise care and oversight of the natural, cultural and historic resources of the Commonwealth and to provide quality public recreation opportunities which are environmentally sound, affordable and accessible to all citizens.*

To carry out its mission, DEM investigates, analyzes, promotes and demonstrates the wise stewardship of the Commonwealth's natural, cultural and historic resources; develops and maintains public access to such resources in the rural, suburban and urban areas of the Commonwealth; provides public recreation and education programs; and manages, protects and conserves all public lands, waters and facilities that have been entrusted to the care of the Department, for this and future generations.

b. The Massachusetts Forests and Parks System. Beginning in 1898 with the establishment of Mt. Greylock State Reservation, the Commonwealth of Massachusetts has created an extensive system of State Parks and Forests. This system totals over 270,000 acres in over 160 distinct management units. It is under the control and supervision of the Department of Environmental Management. Day to day management and operation of DEM properties is the responsibility of the Department's Division of Forests and Parks.

c. Historic Curatorship Program. The Historic Curatorship Program, administered by the Department's Office of Historic Resources, is a leasing program of historic properties located within the Massachusetts State Forest and Park system. The purpose of the Program is to focus on the problems of preserving and managing historic properties under DEM jurisdiction for which adequate state funding is not available.

From 1991-1993, the Department conducted a survey of its historic properties to evaluate the potential for inclusion in the Historic Curatorship Program. DEM determined that many of these historic properties met the criteria for inclusion in the program: (1) they were identified as vacant or under-utilized; (2) their location within the park was considered unlikely to present conflicts between public recreational use and private occupancy of the property; and (3) they were considered to have "market potential" for the Historic Curatorship Program.

Section C - Legislative Authority and Property Disposition Process

The State Legislature enacted enabling legislation for the Historic Curatorship leasing program in 1994 (§44, Ch.85, Acts of 1994 as

amended by §50, Ch.15 Acts of 1996)(see Appendix C). This legislation provides for an open, competitive selection process for Curator/Tenants, consistent with established procedures of DCPO. This Request for Proposals conforms with these requirements.

In 1994, this property was declared surplus by DCPO, subject to certain reuse conditions.

Section D - Program Intent

The primary intent of the Historic Curatorship Program is to obtain the rehabilitation and maintenance of historic state park properties in exchange for a long term lease. For this reason, the basic transaction contemplated under a Historic Curatorship lease is that the rent will be paid to the Commonwealth in the form of work and/or services. Under this "work for rent credit" system, the investment made by the Curator/Tenant is deducted from the lease value for the property. Therefore, depending on the amount of work required for a property, the lease term will range from 10-30 years, with the average lease term being 20-25 years.

The Department has defined three types of investment which result in rent credit. **Improvements** are the work necessary for the rehabilitation of the property as set forth in the Building Conditions Survey or an alternative rehabilitation plan proposed by the Curator/Tenant and approved by the Department. **Maintenance** is the work necessary for the continuous preservation of the property in its rehabilitated condition, including routine or cyclic work. **Management Services** are the work or services not included under improvements or maintenance that provide public benefit to the Commonwealth and are over and above the passive occupation of the property by the Curator/Tenant.

Section E - General Conditions and Obligations of the Curator/Tenant

1. The Commonwealth considers leasing historic properties through the Historic Curatorship Program primarily as a means to facilitate their long-term preservation. Historic properties may be leased only if the following reuse conditions are met:
 - a. The proposed use(s) are compatible with the mission of the Department of Environmental Management;
 - b. The proposed use(s) are compatible with DEM's management and operation of the Park;
 - c. The proposed use(s) are compatible with the city or town the property is located within;
 - d. The proposed use(s) are compatible with the public's enjoyment of the Park;
 - e. The proposed improvements and use of the property are compatible with the quality and significance of the resource;
 - f. The proposal for reuse is formulated to provide a public benefit to the citizens of the Commonwealth; and
 - g. The proposed improvements are carried out by person(s) with sufficient qualifications and/or appropriate licensure.
2. The Commonwealth intends that, under the lease, the Curator/Tenant, and all heirs, successors and assigns, shall have sole responsibility for:
 - a. Rehabilitating and maintaining the property as a significant historic

resource in conformance with the preservation and construction standards outlined in Appendix B and in The Secretary of the Interior's Standards for the Treatment of Historic Properties (1992); and taking all practicable precautions against damage by fire, vandalism or other cause.

- b. Occupying and operating the property in conformance with the Lease and any other conveyancing or contractual instruments, and all applicable permits, laws, regulations and the like.
- c. Defraying any and all costs associated with the capital improvement and repairs and maintenance of the property in conformance with the Lease and any other conveyancing or contractual instruments.
- d. Paying all applicable taxes and fees which may be associated with the property for the duration of the lease.
- e. Maintaining in full force sufficient insurance to cover costs of rehabilitating any partial damage or destruction of the property.
- f. Maintaining comprehensive liability insurance for all activities.
- g. Indemnifying the Commonwealth against all claims or suits brought as a result of an error or an act of omission by the Curator/Tenant.

Section F - Construction and Preservation Standards

The Department desires to achieve the highest standard of preservation practicable for the property. Accordingly, a detailed set of preservation and construction guidelines is included in the Appendices of this Request

for Proposal. Proposers may suggest alternate guidelines for the preservation of the property; however, such alternatives are subject to the approval of DEM.

Section G - Review and Inspection

1. Review by Massachusetts Historical Commission

As required by Massachusetts General Laws Chapter 9, §26-27c, as amended by Chapter 254, Acts of 1988, and state regulation (950 CMR 71.00), DEM has begun a consultation with the Massachusetts Historical Commission (MHC) regarding the proposed leasing of the property. The successful culmination of the MHC consultation process will be a finding by MHC that DEM's lease has "no adverse impact" on the historic qualities of the property.

Following provisional designation, the Curator/Tenant will submit any proposed alterations to DEM which in turn will seek MHC approval. MHC has agreed to confer with DEM and the Curator/Tenant simultaneously, in order to expedite this process.

2. Review under the Massachusetts Environmental Policy Act (MEPA)

In accordance with the MEPA regulations (301 CMR §11.27), DEM will file an Environmental Notification Form (ENF) describing the scope of the project in general.

If the reuse proposed by a designated Curator/Tenant constitutes a change in the scope of the project as described in DEM's original ENF, the Curator/Tenant will be responsible for filing a "Notice of Project Change" to the MEPA Unit for review.

3. Inspection

DEM reserves the right to inspect any and all work performed under the Curatorship. The State Building Inspector must review and approve all work to the building and the plumbing, while electrical work falls under the jurisdiction of the local electrical inspector.

Section H - Legal Issues

1. Conflict of Interest

- a. DEM employees are not eligible to participate in the Historic Curatorship Program.
- b. Employees of the Commonwealth may participate in the Historic Curatorship Program, provided however that they comply with the requirements of Chapter 268A §7.

2. Termination Provisions

The Department's objective in seeking a non-governmental entity to lease the property is the preservation of the property. For this reason, in the event that the property's historic integrity is significantly destroyed by fire or other cause, DEM reserves the right to terminate the lease. Additionally, in the event of a default by a Curator/Tenant, DEM reserves the right to terminate the lease. Events of default may include, but are not limited to, the following: 1) failure to comply with the terms and conditions of the lease agreement; 2) abandonment of the premises; 3) Curator/Tenant bankruptcy.



PART III
SUBMISSION OF PROPOSAL
AND
SELECTION PROCEDURE

PART III - SUBMISSION AND SELECTION PROCEDURE

Section A - Instructions for Preparation and Submission of Proposals

1. Instructions

a. General

- i. Six (6) copies (one unbound) of the Proposal must be enclosed in a sealed envelope and submitted to DEM before the time stated in this Request. The face of the envelope containing the Proposal must show, in the upper left corner, the name and address of the Proposer. The face of the envelope must also show, in the lower right corner, the following:

HISTORIC CURATORSHIP PROPOSAL

[Property name]

[Park name]

[Submittal deadline]

- ii. Proposals should be submitted to the following address, to be received no later than the submittal date specified in the cover letter of this RFP package:

Department of Environmental Management
Office of Historic Resources
Room 1404
100 Cambridge Street
Boston, Massachusetts 02202

Attn: Patrice Kish, Program Manager
Historic Curatorship Program

Mailed proposals must actually be received, not just post marked by the submission deadline. Facsimile ("fax") Proposals will not be accepted.

- iii. Proposals must be signed by an individual or official authorized to bind the Proposer and contain a statement to the effect that the Proposal is firm for a period of not less than one year.
- iv. Proposers are requested to examine this Request For Proposals and the accompanying Table of Contents to make sure that all pages are included. DEM assumes no responsibility for a proposal submitted on the basis of an incomplete Request For Proposals package.
- v. Proposers are expected to review all requirements and instructions of this Request; failure to do so will be at the Proposer's risk. Each Proposer should furnish all the information required by this Request.

DEM reserves the right to waive formalities in any Proposal, and may, if it determines that such action is in the best interests of the Commonwealth, select a Proposal which does not conform in all details with the requirements of this Request.

Likewise, the Commonwealth reserves the right to reject any and all Proposals.

- vi. This Request does not commit the Commonwealth of Massachusetts to enter into any disposition of real property interest; or to pay any costs, including costs associated with any studies or designs, incurred by any party in the preparation and submission of a Proposal.

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- vii. Proposals will not be returned but will be retained by DEM for the official record.

b. Inquiries and Explanations

- i. All inquiries concerning this Request For Proposals should be directed to:

Patrice Kish, Program Manager
Historic Curatorship Program
Department of Environmental Management
Room 1404
100 Cambridge Street
Boston, Massachusetts 02202

Tel.: (617) 727.3160 x.550

- ii. Any explanation desired by a Proposer regarding the meaning or interpretation of this Request must be submitted in writing and with sufficient time allowed for a reply to reach the Proposer prior to the submission of their Proposal. Verbal explanations or instructions shall not be binding on the Department.
- iii. Any information given in writing to a prospective Proposer will be furnished to all prospective proposers as an amendment to the Request For Proposals if such information is deemed by DEM to be necessary to Proposers in their preparation and submission of Proposals, or prejudicial to uninformed Proposers if they were to lack such information.

Section B - Contents of Proposals

Proposals should follow the outline and supply all of the information described below, and should demonstrate the ability of the potential Curator/Tenant to undertake a challenging and complex assignment.

Proposals should be persuasive as to their feasibility and should reflect an understanding of the historic qualities of the property and their value. It is intended that the substance of a Proposal, as approved by the Commonwealth, will be incorporated into all agreements and real property transactions which may result from the process.

Proposals should consist of seven (7) sections, as outlined below:

1.) Cover Letter; 2.) Applicant Information; 3.) Reuse Concept; 4.) Implementation Plan; 5.) Lease Proposal; 6.) Financing Proposal; and 7.) Statement of Qualifications.

1. Cover Letter

A letter of transmittal should be signed by the proposer and addressed to Patrice Kish, Program Manager.

2. Applicant Information

a. Applicant Identification (Form 1)

REQUIRED INFORMATION (for all applicants)

- i. Please list the name(s), address(es) and telephone number(s) of the Proposer;
- ii. Please list the name, address and telephone number of attorney;

SUPPLEMENTAL INFORMATION (as applicable)

- iii. List the names, addresses and telephone numbers of all principals, partners and others participating in the project;

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- iv. Attach resumes for all professional or technical support staff participating in the implementation of the project.

b. Legal Status (if applicable).

- i. If the Proposer is acting on official behalf of an organization, on a separate page, please describe fully the nature of the organization, including:
 - the legal structure
 - the general partners
 - the legal history of the organization
- ii. Attach a copy of any joint venture agreement, articles of incorporation or trust agreement establishing the organization.

c. Additional Information

Please complete:

- i. Form 2: Disclosure Statement Concerning Beneficial Interest
- ii. Form 3: Conflict of Interest/Anti-Discrimination
- iii. Form 4: Statement of Tax Compliance
- iv. A statement disclosing any information regarding any legal or administrative actions, past, pending or threatened that could relate to the conduct of the Proposer and/or their compliance with laws.

3. Reuse Concept

The "Reuse Concept" shall provide a detailed description of the total development concept for the property. At a minimum it should:

-
-
- a. describe the reuse proposed for the property, including the treatment of the historic structure(s) and any other construction related to compliance with the State Building Code;
 - b. explain how the proposed reuse concept is compatible with both the character of the city/town and the public visitation and use of the Park.
 - c. explain how the proposed use of the property would enhance public understanding, appreciation and enjoyment of the Park's resources, in particular the historic values of the property.
 - d. outline any public benefit to be provided by the Curator/Tenant, in addition to the rehabilitation of the property.
 - e. explain how the proposed reuse relates to the neighborhood.

Major additions, modifications, demolition activities or major ground disturbances within the lease area are inconsistent with the preservation goals for this property. Proposals that include such actions must demonstrate that they are an essential component of the overall concept, are consistent with DEM's goals for the development of the property, as stated in this Request and any other supporting documents.

Illustrative plans or other graphic materials may be included but are not required.

4. Implementation Plan

The Implementation Plan should specify *how* the Proposer intends to carry out the rehabilitation and adaptive reuse of the property. Information should be provided in sufficient detail to allow DEM to make an informed evaluation of the ability and willingness of the

Proposer to meet the goals and requirements of this Request.

The Implementation Plan should, at a minimum:

- a. describe comprehensively all proposed construction, rehabilitation and preservation maintenance work which the Curator/Tenant will accomplish.
- b. outline estimated costs for carrying out all work.
- c. provide a schedule for implementation of the project from the time the Curator/Tenant is provisionally designated through the completion of construction. The schedule shall indicate the specific steps (milestones) in the project and the dates for each step. Any phasing of the proposed construction should also be indicated.
- d. describe approach to regulatory approvals including:
 - (1) List of permits and approvals needed for proposed use;
 - (2) demonstrated ability to obtain such permits and approvals in a timely manner;
 - (3) analysis of permit and approval requirements including the reason each permit is needed.

Note: Although DEM is providing information on the property and structures to orient the Proposer, it is the responsibility of the Proposer and his/her architects, engineers or other consultants to make their own measurements, observations and notes of the condition of the property.

5. Lease Proposal

Please describe any proposed lease terms and provisions. It is recognized that given proposals may require a long-term lease, but the

term proposed must be supported by financial justification of its necessity, and this information must be included in the submission. At the expiration of the lease, control of the property will revert back to the Commonwealth of Massachusetts without cost to the Commonwealth.

6. Financing Proposal

The Financing Proposal should specify the financial prospects for implementing the proposal. All information will remain *confidential*.

In particular, please provide the following information:

- a. A statement of the financial capacity of the Proposer. The Proposer should submit as much information as he/she believes will be useful in evaluating his/her financial reliability and past financing record.
- b. A statement describing expected project costs and the anticipated sources of permanent financing and working capital (Form 5: Reuse Cost [Pro Forma] Information). Include hard and soft costs as applicable. Costs should reflect capital investment as well as the value of any sweat-equity and other in-kind donation of services.
- c. A statement of the proposed method of financing the project, indicating the types and amounts of financing the proposer expects to use. (Form 6: Financing Plan)
- d. Identification of any affiliation or other relationship between the Proposer and any other development company, parent company or subsidiary. (Form 7: Miscellaneous Financial Information)

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- e. Proposed cash compensation to the Commonwealth for real property interest obtained (e.g. rent to be paid), if any, and a schedule of payments over and above the value of capital improvements proposed for the property (which value may be set against the rent).
 - f. Proposed guarantees and security for the performance of all obligations under the lease.
 - g. For any proposed commercial uses, the financial plan should include facts, information and/or dates which demonstrate a market for the project use, whether it be a service, product or activity.

The Proposal should not presume the availability of any funding from DEM or the likelihood of philanthropic income from private sources, unless explicit written commitment of such income is provided.

7. Statement of Qualifications

Please provide a statement of qualifications detailing experience, capability and resources of the Proposer, to enable DEM to assess the capability of the Proposer to carry out the terms of the lease.

- a. A statement describing past experience and qualifications for managing both the rehabilitation/construction of the property and the operation of any proposed uses. As much as possible, this statement should reflect experiences similar to the uses and activities proposed for the property.
 - b. If the Proposer is not an individual doing business under his/her own name, the statement must describe the status of the organization (whether a corporation, a non-profit or charitable institution, a relationship a business association or a joint venture) and indicate the jurisdiction under whose laws it is organized and
-
-

operating.

Section C - Evaluation of Proposals

1. Evaluation Team

DEM has convened an Evaluation Team comprising staff and other individuals whose interest or expertise qualifies them to provide advice to the Commissioner. This Evaluation Team will review all submissions from proposers and make appropriate recommendations to the Commissioner.

2. Criteria for Evaluation

The following criteria will be used in evaluating all proposals:

- a. Scope and nature of reuse concept;
- b. Conformance of the Proposal to the RFP
- c. The demonstrated ability and experience of the Proposer to implement the proposed re-use;
- d. The demonstrated evidence that the Proposer has the financial resources to undertake the project;
- e. Scope and nature of public benefit to the Commonwealth; and
- f. Any other criteria deemed necessary or appropriate or in the best interest of the Commonwealth by DEM.

Section D - Steps in the Curator/Tenant Proposal and Selection Process

1. Open House

- a. Open House** DEM will host at least one open house at the property for all interested potential Proposers. All prospective Proposers are strongly encouraged to attend the open house as it will be the principal occasion for Departmental clarification of its intentions regarding this Request For Proposals and any interpretation and amplification of the Request.
- b. Individual Inspections** Prospective Proposers may arrange for other pre-submission inspection of the property by contacting the Park Supervisor, Monday through Friday, 9:00 a.m. to 5:00 p.m.

2. Staff Analysis of Proposals

The Commissioner of DEM will acknowledge in writing all submissions received in accordance with this Request and accepted for review. A staff review and analysis of all Proposals will commence based on the evaluation criteria described in this Request For Proposals. During this process DEM may terminate further consideration of any Proposal at its own discretion; it may also request that a Proposer submit additional information.

3. Interviews/Presentations of Proposals

DEM anticipates that it will invite one or more Proposers to be interviewed by the Evaluation Team and make a presentation of their Proposals, prior to making any decisions.

4. Selection of Most Favorable Proposal

Upon completion of DEM's review of all accepted Proposals, the Evaluation Team will recommend the most favorable proposal to the Commissioner of DEM. DEM reserves the right to request further information from a Proposer prior to final selection. DEM reserves the right to waive any formalities.

5. Provisional Curator/Tenant Designation

DEM anticipates that within 60 days of the conclusion of the interview phase, the Commonwealth will provisionally designate a Curator/Tenant for the property. All Proposers will be notified in writing of this Curator/Tenant designation.

Following designation, the Curator/Tenant and the Commonwealth will sign a Provisional Lessee Designation Agreement which will describe the terms and schedule of the reuse of the property.

6. Execution of Lease

The execution of a lease for the property will follow the satisfactory completion, in any order, of each of the following milestones:

- a. Performance of all conditions agreed to by the Designated Curator/Tenant as outlined in the Provisional Lessee Designation Agreement;
- b. Mutual agreement between the Commonwealth and the Designated Curator/Tenant on the terms of the proposed disposition.
- c. Completion of 120-day notice period of the Department's intention to lease.

It shall be understood by Proposers that they will have no legal recourse against the Commonwealth of Massachusetts, DEM, or their respective employees, officers, members, or agents for any damages, loss of opportunity or costs incurred in the preparation of their Proposal or in the negotiation process in the event that a lease for the property is not executed, regardless of the reason. All decisions made by the Commonwealth are final and binding upon each entity submitting a proposal, its agents, employees and assigns.



PART IV FORMS

CHECKLIST

- ◆ Letter of Transmittal
- ◆ Applicant information with addresses and telephone numbers (Form 1)
- ◆ Disclosure statement concerning beneficial interest (Form 2)
- ◆ Conflict of interest/Anti-discrimination statement (Form 3)
- ◆ Statement of Tax Compliance (Form 4)
- ◆ Narrative of proposed re-use concept
- ◆ Reuse cost (pro forma) information (Form 5)
- ◆ Implementation plan
- ◆ Financing plan (Form 6)
- ◆ Miscellaneous financial information (Form 7)
- ◆ Statement regarding tax arrears, bankruptcies, indictments, and convictions

FORM 1

APPLICANT IDENTIFICATION

Instructions: Provide information indicated for all individuals and/or entities participating in the implementation of the project.

REQUIRED INFORMATION

Applicant

(Name)

(Address)

(City/Town)

(State/Zip Code)

(Telephone)

Attorney

(Name)

(Firm)

(Tax I.D. No.)

(Address)

(City/Town)

(State/Zip Code)

(Telephone)

REQUIRED INFORMATION (as applicable)

Contractor

(Name)

(Firm)

(Tax I.D. No.)

(Address)

(City/Town)

(State/Zip Code)

(Telephone)

Architect

(Name) _____

(Firm) _____

(Tax I.D. No.) _____

(Address) _____

(City/Town) _____

(State/Zip Code) _____

(Telephone) _____

Engineer

(Name) _____

(Firm) _____

(Tax I.D. No) _____

(Address) _____

(City/Town) _____

(State/Zip Code) _____

(Telephone) _____

Consultant (specify role)

(Name) _____

(Firm) _____

(Tax I.D. No) _____

(Address) _____

(City/Town) _____

(State/Zip Code) _____

(Telephone) _____

Other (specify role)

(Name) _____

(Firm) _____

(Tax I.D. No) _____

(Address) _____

(City/Town) _____

(State/Zip Code) _____

(Telephone) _____

FORM 2

DISCLOSURE STATEMENT CONCERNING BENEFICIAL INTEREST

I hereby state, under the penalties of perjury, that the true names and addresses of all persons who have or will have a direct or indirect beneficial interest (including the amount of their beneficial interest accurate to within one-tenth percent) in the proposed project are listed below.

NAME AND RESIDENCE OF ALL PERSONS WITH SAID BENEFICIAL INTEREST:

NAME	ADDRESS	PERCENTAGE INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned also acknowledged and states that none of the above-listed individuals is an official elected to public office in the Commonwealth of Massachusetts, nor is an employee of the Commonwealth.

I hereby state, under the penalties of perjury, that the names and addresses of all the firms and personal corporation employing attorneys, real estate brokers, architects, engineers, planners, and surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to this proposal are listed in Form 1.

SIGNED under the penalties of perjury.

Signature

Date

Form 2: page 1 of 1

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

TO: [Name]
FROM: [Name]
SUBJECT: [Subject]

RE: [Subject]

1. [Text]
2. [Text]
3. [Text]

4. [Text]
5. [Text]
6. [Text]

7. [Text]
8. [Text]
9. [Text]

10. [Text]
11. [Text]
12. [Text]

13. [Text]
14. [Text]
15. [Text]

16. [Text]
17. [Text]
18. [Text]

19. [Text]
20. [Text]
21. [Text]

22. [Text]
23. [Text]
24. [Text]

FORM 3

CONFLICT OF INTEREST

The proposer covenants that he/she will not employ or retain any company or person (other than a full-time bona-fide employee working for the proposer) to solicit or secure any agreement related to this RFP, and that he/she has not/will not pay any company or person (other than such any employee) any gift, contribution, fee, commission, percentage, or brokerage fee, contingent upon resulting from the execution of any agreements.

No member, official or employee of DEM or DCPO shall have any personal interest, direct or indirect, in any agreement entered into or in the lessee, nor shall any such member, official or employee participate in any decision relating to any agreements which affects his/her personal interest or the interests of any corporation, partnership, or association in which he/she is, directly or indirectly, interested. No member official or employee of DEM or DCPO shall be personally liable to the lessee or any successor in interest in the event of any default or breach by the Commonwealth or for any amount which may become due to the lessee or to its successor or on any obligations under the terms of this RFP or any agreements which follow. For the purpose of this statement, employees of either agency shall be deemed to include so-called dependent (03) consultant employees.

Date: _____ By: _____

ANTI-DISCRIMINATION; HIRING

The proponent agrees that in the construction of the improvements and otherwise through any agreements made hereafter, it shall cause all contractors, tenants and users to comply with all applicable laws, ordinances, regulations and orders from time to time in effect relating to nondiscrimination, equal employment opportunity, contract compliance and affirmative action.

Date: _____ By: _____

FORM 4

STATEMENT OF TAX COMPLIANCE

Pursuant to MGL Chapter 62C, Section 49A*, I, _____ hereby certify that I have filed all state tax returns, have paid all state taxes required under law, and have no outstanding obligations to the Commonwealth of Massachusetts, Department of Revenue.

Signed under the pains and penalties of perjury on this _____ day of _____ 199__.

Federal Tax ID No.

Signature

* "No contract or other agreement for the purposes of providing goods, services or real estate space to any ... agencies [of the Commonwealth] shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the Commonwealth relating to taxes,"

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

Volume 100, Part 1, 2000
The Journal of the Royal Anthropological Institute, Volume 100, Part 1, 2000, contains 10 papers.

The first paper, by J. H. J. van der Steen, is entitled 'The evolution of the human brain: a review of the evidence'.

The second paper, by J. H. J. van der Steen, is entitled 'The evolution of the human brain: a review of the evidence'.

The third paper, by J. H. J. van der Steen, is entitled 'The evolution of the human brain: a review of the evidence'.

FORM 5

REUSE COST (PRO FORMA) INFORMATION

Please make note of any assumptions made in estimating these costs. Costs should reflect capital investment as well as the value of sweat-equity and other in-kind donation of services.

	Phase 1	Phase 2	Later Phases	TOTAL
HARD COSTS:				
Construction Cost - Site Rehabilitation				
1. Site Prep	\$ _____	_____	_____	_____
2. Utilities	\$ _____	_____	_____	_____
3. Landscaping	\$ _____	_____	_____	_____
4. Other (specify)	\$ _____	_____	_____	_____
Construction Costs - Building(s)				
5. Building Cons.	\$ _____	_____	_____	_____
6. SUBTOTAL	\$ _____	_____	_____	_____
7. Contingency(____%)	\$ _____	_____	_____	_____
8. Total Hard Costs	\$ _____	_____	_____	_____
SOFT COSTS:				
9. Architectural/Eng.	\$ _____	_____	_____	_____
10. Legal/Accounting	\$ _____	_____	_____	_____
11. Permits/Surveys	\$ _____	_____	_____	_____
12. Marketing	\$ _____	_____	_____	_____

13.	Constr. Interest	\$				
14.	Development Fees	\$				
15.	Financing Fees	\$				
16.	Other (specify)	\$				
17.	SUBTOTAL	\$				
18.	Contingency(__%)	\$				
19.	Total Soft Costs	\$				
20.	Public Benefit*	\$				
21.	TOTAL COSTS	\$				

* If there is any cash value associated with the provision of a public benefit, please include on Line 20

FORM 6

FINANCING PLAN

Uses and Sources of Funds:

Please list uses, sources and amounts of funds that are anticipated for implementation of the development concept. Separate by phases if applicable.

Uses (Enter amounts for lines 8, 19 and 20 - Form 5)

	Phase 1	Phase 2	Later Phases	Total
1. Hard Development Cost	_____	_____	_____	_____
2. Soft Development Costs	_____	_____	_____	_____
3. TOTAL COSTS	_____	_____	_____	_____

Sources

4. Equity	_____	_____	_____	_____
5. Construction Financing	_____	_____	_____	_____
6. Permanent Financing	_____	_____	_____	_____
7. Other Sources	_____	_____	_____	_____
8. TOTAL FINANCING	_____	_____	_____	_____

Equity

Designate Sources	Amount (\$)
	Total

Lender	Use	Amount(\$)	Rate(%)	Term (yrs/mos)
				Total

Other Anticipated Financing (e.g. public sector programs, private grants or donations)

Source	Loan or Other	Amount(\$)	Rate(%)	Term (yrs/mos)
				Total

Legal Information

Please note if the Proposer or any affiliated business entity of the Proposer or any of the entity’s officers, principal, or investors been adjudged bankrupt, either voluntarily or involuntarily, within the last ten years. Please note the date and location of the adjudgement and the name of the party involved.

FORM 7

MISCELLANEOUS FINANCIAL INFORMATION

1. **Corporate Structure:** Is the Proposer or any other member of the development entity a subsidiary of or affiliated with any other corporation or firm? If so, please explain. Attach references for the development team and/or team members.
2. **Financial Statement:** Please attach an audited financial statement for the general partners and/or the principal development entity. These statements will be held in strict confidence by the Commonwealth.

3. **Bank References:**

<u>Lending Institution</u>	<u>Name of Lender</u>	<u>Address</u>	<u>Phone</u>
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PART V APPENDICES

APPENDIX A

DEFINITIONS

For the purpose of this Request for Proposal, the following terms shall have the following meanings unless the context otherwise specifically indicates. In some instances, preservation terms have been defined according to the Secretary of the Interior's Standards for the treatment of Historic Properties. Those terms are identified with the notation (SI).

- (1) **Adaptive Reuse** - use of the property in such a way that it retains and reinforces historic character and architectural integrity while accommodating contemporary use. (SI)
- (2) **Curator/Tenant** - individual designated by the Department to lease the property described in this Request for Proposal.
- (3) **DCPO** - the Division of Capital Planning and Operations of the Executive Office of Administration and Finance, Commonwealth of Massachusetts, 100 Cambridge Street, Room 1161, Boston, MA 02202
- (4) **DEM** - the Department of Environmental Management of the Commonwealth of Massachusetts, Division of Resource Conservation, 100 Cambridge Street, Room 1404, Boston, MA 02202.
- (5) **General Laws** - the General Laws of the Commonwealth as amended including any rules, regulations and administrative procedures implementing said laws.
- (6) **Historic Fabric** - material remains of a historic building, structure or landscape; either original materials or materials incorporated in a subsequent historically significant period as opposed to materials utilized to maintain or restore the structure during a nonhistoric period. (SI)
- (7) **Historic Integrity** - the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period. (SI)
- (8) **Historic Property** - any site, building, or structure included which has been deemed by the Department of Environmental Management to be significant to the history of the Massachusetts state forest and park system or which is included or has been determined by the Massachusetts Historical Commission to be eligible for inclusion on the National Register of Historic Places.
- (9) **Improvements** - work necessary for the rehabilitation of the property as set forth in the Building Conditions Survey or an alternative rehabilitation plan proposed by the Curator/Tenant and approved by the Department.
- (10) **Lease** - a written contract by which rights of use and possession in land, structures

and/or buildings is given to another person for a specified period of time for rent and/or other consideration.

- (11) **Management Services** - also "public benefit;" work not considered improvements or maintenance services which is over and above the passive occupation of the property by a Curators/Tenant (ie. educational programming, trail maintenance).
- (12) **Preservation** - the act or process of applying measures to sustain the existing vegetative cover of a site and the existing form, integrity, and material of a structure. It includes initial stabilization work where necessary, as well as on-going maintenance. (SI)
- (13) **Preservation Maintenance** - the act or process of applying preservation treatment to a site or structure. It includes housekeeping and routine and cyclic work scheduled to mitigate wear and deterioration without altering the appearance of the resource, repair or replacement in-kind of broken, or deteriorated elements, parts or surfaces so as to keep the existing appearance and function of the site or structure, and emergency stabilization work necessary to protect damaged historic fabric from additional damage. (SI)
- (14) **Project Manager** - the individual assigned by the Commissioner to be responsible for coordinating and managing all activities of the Department under the Historic Curatorship Program.
- (15) **Provisional Lessee Designation** - agreement in which a proposer is designated as the selected Curator/tenant. Terms and conditions are outlined which must be satisfied prior to the execution of a lease between the Commonwealth and the Curator/tenant.
- (16) **Public Benefit** - see *management services*.
- (17) **Reconstruction** - the act or process of accurately reproducing a site or structure, in whole or in part, as it appeared at a particular period of time. (SI)
- (18) **Rehabilitation** - the act or process of returning the property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of a property that are significant to its historical, architectural, and cultural values. (SI)
- (19) **Restoration** - the act or process of recovering the general historic appearance of a site or the form and details of a structure, or portion thereof, by the removal of incompatible natural or human-caused accretions and the replacement of missing elements as appropriate. For structures, restoration may be for exteriors and interiors, and may be partial or complete. (SI)
- (20) **Special Use Permit** - revokable agreement between DEM and the designated Curator/tenant which allows the rights of use and access to the property between the time the Curator /tenant is provisionally designated and the execution of the lease for a period up to three years.

APPENDIX B

RECOMMENDED STANDARDS FOR THE REHABILITATION OF THE PROPERTY

Section A - Preservation Standards

1. DEM requires that the exterior of the property be preserved in its existing architectural style. Interior space may be adaptively used, but remaining original detail is to be retained to the greatest extent possible. Preservation work and maintenance will be done by the Curator/Tenant with plans, specifications and the work itself reviewed and approved by DEM, in consultation with MHC.
2. The following general standards, as well as the Secretary of the Interior's Standards for the Treatment of Historic Properties (1992) should govern the specific approach to preservation and use of the exterior and interior of the property:
 - a. Every reasonable attempt shall be made to provide for compatible uses that require minimal alterations.
 - b. The proposed uses of the property must maximize both immediate and long range preservation of the structure and its environment.
 - c. The distinguishing qualities and character of the property shall not be destroyed. Distinctive architectural and/or significant site features are not to be altered, and any historic material identified in the course of renovations is not to be removed from the building without the express approval of DEM.
 - d. All treatment that may affect surface or subsurface disturbances within the lease area must be evaluated by an archaeologist for potential effects to archaeological resources. If it is determined that an archaeological survey is necessary it should be conducted under permit from the state archaeologist at the Massachusetts Historical Commission in accordance with 950 CMR 70. Should artifacts be discovered in the course of the project, they should be investigated and recorded by an archaeologist permitted by the state archaeologist, and turned over to the appropriate curatorial facility in accordance with Massachusetts General Laws, Chapter 9 Sec. 27c.
 - e. With regard to the interior of the property, DEM's preference is for historical fabric to be preserved. However, DEM is prepared to cooperate with a successful Proposer in developing an adaptive reuse program which insures the economic viability of the project while satisfying the Department's objective of preserving the property.
 - f. Every attempt shall be made to maintain and care for the cultural and natural environment. Any earthmoving and excavation shall be reviewed by DEM.

Section B - Construction Standards

DEM requires that all improvements to the property comply with the following codes and standards:

- a. Massachusetts State Building Code Edition 5;
- b. State Plumbing Code;
- c. DEP Title V;
- d. Chapter 131;
- e. all other applicable local codes

All work shall be reviewed and by DEM's Bureau of Engineering. All work to the building and plumbing system is subject to review and approval by the State Building Inspector. Electrical work is subject to the review and approval of the local electrical inspector.

APPENDIX C

ENABLING LEGISLATION

Chapter 85, Acts of 1994

Section 44. Notwithstanding the provisions of any general or specific law to the contrary, the department of environmental management may, consistent with established procedures of the division of capitol planning and operations, and as provided herein, lease real property under its control and supervision to any person or organization, if the commissioner of said department makes a determination that such lease will adequately insure the preservation and maintenance of an historic property, and that such lease is otherwise consistent with the department's duties and responsibilities.

For the purposes of this section the following words shall have the following meanings: -

"Historic property", any real property possessing historic value, and so identified hereunder in this section.

Any lease entered into by the department pursuant to this section shall provide, at a minimum, for the following: (a) the improvement and maintenance and management, throughout the term of the lease, of the property by the lessee in conformance with appropriate standards for rehabilitation of historic properties approved by the Massachusetts historical commission, and all other applicable provisions of law; (b) the payment to the department of fair market rent for the property, provided that the value of any improvements and maintenance and management services provided by the lessee under the lease may be deducted from the amount payable over the term of the lease; (c) a finding by the commissioner that the property covered by the lease, while not needed for use by the department for the duration of the lease, is nonetheless subject to its statutory duty under section one of chapter twenty-one of the General Laws to exercise control and supervision of areas of historic significance committed to it; and that the lease is entered into by the department pursuant to said duty; (d) the opening of the property to the public, no, less often than twice each year, for the purpose of providing public access to the historic qualities of the property; and (e) any and all other provisions, terms and conditions as the commissioner may deem necessary and appropriate to protect the interests of the commonwealth and ensure the adequate preservation of the historic or other qualities of the property for future generations.

Historic properties subject to the provisions of this section shall include: the Barton House, so-called, Foxborough State Forest, the Bell house, so-called, in Maudslay state park, the farm house, so-called, in Maudslay state park, the superintendent's house, so-called, in Wachusett Mountain state reservation, the Benjamin Osborne house, so-called in Mount Washington state forest, Palmer mansion, so-called, in Bradley Palmer state park, E.F. Dodge house, so-called, in Bradley Palmer state park, summit house, so-called in Skinner state park, Hunter house, so-called in Windsor state forest, Lowell Litchfield house, so-called, in Carlisle state forest, Graham house, so-called, in Nickerson state park, the former Knights of Columbus camp, so-called, in Dubuque state forest, Hunt house, so-called, in Mount Washington

state forest, the gatekeeper's house and shed, so-called, Lowell heritage state park, the superintendent's house, so-called, Beartown state forest, Swans lodge and barn, so-called, Beartown state forest, the Intemann house, so-called, Mount Washington state forest, Crosby mansion, so-called, Nickerson state park, Graham house, so-called, Nickerson state park, Vierick house, so-called, Halibut Point state park, Elder house, so-called, Natural Bridge state park, Windago campground, so-called, Windsor state forest, and Bascomb Lodge, so-called, Mount Greylock state reservation.

The commissioner shall establish guidelines for the implementation of a program of curatorship leases, provided, however, that such guidelines shall, at a minimum, provide for an open and competitive process for selecting lessees.

Chapter 15, Acts of 1996

Section 50. Said section of said chapter 85 is hereby further amended by striking out, in line 35, the words ", E.F. Dodge house" and inserting in place thereof the following words: - the Coach House and Carriage Garage at Bradley Palmer State Park, the Farm Complex at Maudslay State Park, Gilder House complex at Jug End, the Weeks House at Myles Standish State Forest, the Baker Chocolate Factory Administration Building at Lower Mills in the city of Boston, Lamson House and garage.



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